



Keeping the Momentum Going

**A Process for the Ongoing Implementation of the
Strategic Plan and Action Plans for FY 22**

**Presented by:
Thomas N. Applegate
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Proposal for Scope of Work, Timeline and Services Provided

The 2016 strategic plan reaffirmed key core values and the district's mission statement that were developed in the 2011 Strategic Plan. Additionally the core team developed six (6) strategic objectives and two (2) strategies for each strategic objective. Six (6) action teams, comprised of Pioneer faculty and staff, developed action plans for six of the strategies to fulfill the identified mission of the district. Once the Action Teams started developing their action plans the six strategic objectives were combined into five strategic objectives to avoid duplication.

The Covid pandemic which closed schools beginning in March 2020 caused disruptions in many areas of school planning and operations. The program of work this year (FY22) will involve reconnecting with the initiatives originally planned for implementation in FY21

This proposal is designed to:

1. regain the momentum exhibited by the action and core teams in developing and implementing the 2016 plan
2. review and revise strategies for FY 22
3. review internal and external environments and environmental changes that may influence implementation of the strategies and action plans
4. Work with the Core Team to create strategic objectives and strategies for FY 23 and FY24

Scope of Work:

The scope of work of this proposal is to:

1. Work with and coach the five action teams in the implementation and evaluation of the action steps approved by the Core Team for FY 22
2. Work with and coach the action teams in the development of the action plans for FY 22
3. Meet with the Core Team to approve and/or modify action plans for FY 22. Work with the Core Team to create strategic objectives and strategies for FY 23 and FY 24
4. Meet with the Board of Education members and administrative staff to develop Board goals for the 2021-2022 school year

Timeline:

FY 22: ~

August 3, 2021	Meet with Board of Education members and the administrative staff to develop board of education goals for the 2019/2020 school year. These goals will align to the core values as developed as part of the strategic plan
September 22, 2021	Reconnect and reorient the action teams to review and revise the action plans originally planned for implementation in FY21. Work with and coach the action teams in the implementation and evaluation of the action steps for FY22

March 30, 2022	Work with and coach the action teams in the development of the action plans including cost/benefit analysis for each action plan for FY 22.
May 4, 2022	Work with the action teams to evaluate and refine the presentations to the Core Team on June 1, 2022
June 1, 2022	Meet with the Core Team to approve and/or modify action plans for FY 22, as presented by the action team chairs and co-chairs. Work with the Core Team to create strategic objectives and strategies for FY 23 and FY 24

Costs of Services:

The costs for the project are as follows:

\$13,000 plus expenses (less \$2600 credit from FY21 contract) Net due is \$10,400 for services to be rendered in FY22

Compilation and analysis of data and information. Primary and secondary research. Consultation and technical assistance via phone, email and on-site. Includes up to 5 days of on-site work and consultation. Facilitate a meeting with the Board of Education and administration to develop Board goals for FY 22 which align with the strategic objectives and strategies identified in the strategic plan

- Additional on-site consultation outside of the services outlined herein is at the rate of \$2,000 per day or part thereof.
- The contract for FY21 was for \$13,000 for up to 5 days of on-site consulting services and other research and preparation needed for the on-site days. A payment of \$7,800 was made at the signing of the contract. Two on-site consulting days were conducted during FY21 totaling \$5200 plus expenses. The remaining credit on the FY21 contract is \$2600.

Invoices are due within 30 days of receipt of the invoice. Invoices will be submitted on the following time schedule:

- 60% of the amount due (\$6,240) with signing of contract
- 40% (\$4160) will be billed June 1, 2022
- Expenses may be invoiced monthly
- Materials, supplies and printing costs will be documented with receipts of purchase
- Travel expenses are calculated at the IRS rate.

Expenses:

Expenses shall consist of:

- Mileage, meals and lodging incurred as a result of services of this contract. IRS per diem rates will be used in the calculation of the expense reimbursement
- Printing, mailing, copying, phone, supplies and materials charges.

Pioneer Career and Technology Center/Date

 7/15/2021

TNA and Associates/Date